



## The City of Raleigh is Seeking a Planning and Zoning Administrator



The City of Raleigh, North Carolina is searching for a Planning and Zoning Administrator within the Department of City Planning. In the past eight years, the department has adopted a new, award-winning Comprehensive Plan, a new award-winning Unified Development Ordinance, and most recently rezoned the city to implement the UDO.

The new UDO is a huge departure from the previous Euclidean zoning code. This graphically rich document contains many elements of building form, which utilizes zoning tools to enhance the urban form of the city. The department would like to find an energetic employee who will administer this new UDO with consistency and fairness. If you have experience administering and amending a zoning code, can demonstrate the ability to thoughtfully interpret regulations, and have experience leading Boards and Commissions; the city encourages you to apply to be our next Planning and Zoning Administrator.

Raleigh has been among the nation's fastest growing cities for four decades, and for good reason. The city is consistently ranked in the top 10 of "Best of" lists with a healthy share of number ones! We want to know our present and future citizens better – as we embark on area plans following the recent adoption of our award-winning Comprehensive Plan, award-winning Unified Development Ordinance and citywide zoning remapping – so that we can better engage them to help us deliver the city in which they want to live, work, and play. Shape your own future with us!

**For more information, visit [raleighnc.gov/jobs](http://raleighnc.gov/jobs) and search for "Planning and Zoning Administrator."**





## The Raleigh Community

The City of Raleigh, founded in 1792, is the second largest city in North Carolina and is situated in the heart of North Carolina's Piedmont region, which is centered between the sandy Atlantic beaches and the Great Smoky Mountains. The city is both the county seat of Wake County and the capital of North Carolina. Raleigh covers an area of more than 144 square miles and hosts a growing and diverse population of 423,000 citizens. Located between Raleigh, Durham, and Chapel Hill is the Research Triangle Park, which was founded in 1959 as a model for research, innovation, and economic development and is now the largest research park in the nation. The metropolitan area, which encompasses Raleigh, includes Wake, Durham, Orange, Franklin, Chatham, and Johnston counties with a population of 1.6 million.

Raleigh is also home to several institutions of higher learning, including North Carolina State University. The City of Raleigh ranks among the highest locations in the nation as one of the best communities to live, work, and play.

## Rankings for Raleigh, N.C.

### *Rated Fastest Growing Metropolitan Area*

March 2013, Forbes Magazine

### *Raleigh is the nation's fourth Smartest City.*

The U.S. Census Bureau, October 2010

### *Number One in Public Schools*

Greatschools.org, August 2010

### *Ranked tenth on a list of cities deemed most prosperous for businesses.*

MarketWatch, a publication by Dow Jones & Company

### *#1 "Healthiest City in the nation for Women"*

Women's Health, January 2012

### *#3 among its "10 Best Cities for Raising a Family"*

24/7 Wall Street, January 2012

### *#1 Best Places for Business and Careers*

Forbes, June 2011



# Planning and Zoning Administrator

## Expectations

The Planning and Zoning Administrator:

- Administers the Unified Development Ordinance, which contains all development regulations for the city.
- Manages amendments to the Unified Development Ordinance based on issues, trends, and best practices in the planning profession.
- Manages the enforcement of the city zoning regulations and ordinances.
- Interprets the official zoning map.
- Serves as the Chief Zoning Official; makes the official city interpretation of the Unified Development Ordinance.
- Directly manages the Board of Adjustment and provides oversight to the Planning Commission and four subcommittees.
- Assists in preparing the department budget, controlling expenditures, interviewing prospective employees, and training and developing staff personnel.
- Manages and directs division and department employees involved in the development of the scope, content, and methodology employed in conducting planning studies.
- Resolves difficult problems encountered by staff members; confers with personnel regarding planning policies and procedural problems.
- Participates in interdepartmental projects; conducts special planning and research studies.

The Planning and Zoning Administrator will report to the Assistant Planning Director.

## Required Criteria

### Education

- Master's degree preferred.
- A combination of education and relevant experience may be substituted for a Master's degree.
- A minimum of 8 years of relevant experience is required.

### Certifications

- Valid driver's license required.
- Certified Zoning Official preferred.
- American Institute of Certified Planners preferred.
- American Planning Association membership preferred.

### Experience

- An advanced understanding of planning principles, zoning, and applicable state statutes.
- Working knowledge of management of a public body.
- Skilled at oral communication and public speaking.
- Advanced written communication.
- Ability to create and manage yearly divisional budget.
- A minimum of four years supervisory experience is required.

## Compensation and Benefits

The City of Raleigh offers a salary that is competitive for communities of comparable stature and is based on the selected candidate's qualifications and experience. Benefits include participation in the Local Governmental Employees' Retirement System, vacation and sick leave, paid holidays, group life insurance, matching 457(b) retirement savings plan, and medical/dental insurance.





## Application and Selection Process

The application deadline is Monday, April 11, 2016. To be considered, please complete an application at [raleighnc.gov/jobs](http://raleighnc.gov/jobs). Attach a letter of interest, résumé, and salary requirements along with at least three (3) professional references to your electronic application. Candidates best suited for the position will be invited to participate in the interview process.

For more information about Raleigh Department of City Planning please visit [raleighnc.gov/planning](http://raleighnc.gov/planning)



The City of Raleigh

[raleighnc.gov](http://raleighnc.gov)